

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
PERSONNEL & POLICY COMMITTEE MEETING

**Thursday, October 25, 2012 at 7:30 A.M.**

ADRC - 300 South Adams Street  
Green Bay, WI 54301

**AGENDA**

1. Adoption of agenda.
2. Approval of the minutes of the regular meeting of August 23, 2012.
3. Administrative Manual Procedures:
  - a) Recruitment (NeoGov), Classification, and compensation practice.
  - b) Discussion and recommendation regarding Class and Compensation Evaluation for Accountant.
4. Class and Compensation reviews:
  - a) Benefit Specialist Team Lead
  - b) Maintenance Coordinator
5. Job Description Approval:
  - a) Accountant Clerk
  - b) Rural Outreach Coordinator
  - c) Prevention Coordinator
  - d) Prevention Specialist
6. New Position Request:
  - a) Outreach & Benefit Programs Specialist
7. Director's evaluation
8. Announcements
10. Adjourn

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Tom Diedrick, Chairperson  
Aging & Disability Resource Center  
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"